

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: August 2, 2004

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL - JULY REVISION #07-04**

The Internet versions of the Payroll Procedures Manual (PPM) will not be revised for July 2004 due to a lack of changes. The most current PPM versions dated June 2, 2004 can be obtained by accessing the State Controller's Office web site: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

Once the PPM is accessed on the web site, there are three versions to choose from: the complete manual, a manual without attachments and a file of attachments only. After choosing one of the three versions, a single click at the cover page has a link to the Table of Contents or a preferred section. The links have partially eliminated the use of the scroll or find feature.

If you experience difficulty opening any of the above versions of the PPM, you may need to download the PDF file directly to your computer. The instructions for downloading any one of the three versions from the SCO web site may be found on the PPM web page <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

There are two links on the front cover of the PPM that provide instructions for using the automated List Management System – Majordomo. The first link “How To”, provides instructions for subscribing/un-subscribing to one of the nine distribution lists. Subscribing to one or more of these lists will provide information regarding Personnel and Payroll Letters, the DPA PML's, accounting and/or budget information. The second link, “To Subscribe/ Unsubscribe”, provides an e-mail note addressed to Majordomo@srv1.sco.ca.gov for making your request.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or via email at tyarbrough@sco.ca.gov.

JRH:TY:CSS